Procedure

STUDENTS' ASSOCIATION TUITION WAIVER PROCEDURE	

Procedure Section & Number:	TBD		Effective Date:	July 1, 2023
Policy Owner:	Vice President Academic & Student Experience		Last Revised:	February 13, 2023
Policy Administrator:	Associate Vice President Student Experience & Registrar		Review Scheduled:	Every 4 Years
Approver:	[Determined by Executive or Legislative Compliance]			
The official controlled version of this document is held with the Policy & Procedure Coordinator.				

A.   PROCEDURES

The purpose of this procedure is to guide students on the requirements and processes for obtaining a tuition waiver under the student association tuition waiver.

1.   Student Association Tuition Waiver

1.1   After the elections of the executive members of the Students Association of Keyano College (SAKC), the SAKC will provide a list of names of students who hold the President and Vice-President positions and may be eligible for a tuition waiver to the Office of the Registrar. It is the responsibility of the SAKC to inform the Office of the Registrar of any subsequent changes.

1.2   Upon recommendation by the (SAKC) executive, the request for tuition waiver is to be submitted to the Office of the Registrar by the SAKC via email.

1.3   The tuition waiver request should be submitted no later than one month after completion of the Fall or Winter semesters.

1.4   The Office of the Registrar will review the grades for each executive member and approve the tuition waiver.

1.5   The Finance department will prepare the refund of balance owing to the SAKC executive member once submitted by the Office of the Registrar.

1.6   The Office of the Registrar will inform the President's office in a semester basis of all SAKC executive members who are eligible to receive a tuition waiver once they have received the required information from the SAKC and verified eligibility. The President's office will send a letter of congratulations, to the student after the end of each semester.

1.7   A copy of this letter will be placed on the student's file

B.   DEFINITIONS

    (1)   Policy: means the Students' Association Keyano College Tuition Waiver Policy.

    (2)   College: means Keyano College.

    (3)   Executive Member: means an elected student leaders who represent and advocate for all Keyano students.

    (4)   Grade Point Average: Means a calculation indicating a student's academic. achievement at the college, calculated as the total number of grade points received over a given period divided by the total number of credits awarded.

    (5)   Term Grade Point Average: means a term GPA is a weighted grade point average for a term or semester of study. This term weighted average is calculated by taking the sum of the grade points received during the term and dividing by the number of credits completed in the term.

C.   RELATED LEGISLATION

- Post-secondary Learning Act

D.   RELATED DOCUMENTS

- Grading Policy for Credit Programs
- Grading Procedures for Credit Programs
- Tuition Waiver Policy

E.   REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
(02/13/2023)	Updated format, updated content	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience